

American Society of Military Comptrollers (ASMC)

Certified Defense Financial Manager (CDFM) Program

DANTES Test Centers' Authorization

The American Society of Military Comptrollers (ASMC) authorizes military installations with DANTES Test Centers to administer the CDFM certification examinations.

Background

ASMC is the non-profit educational and professional organization for persons, military and civilian, involved in the overall field of military comptrollership. ASMC was established as the Society of Military Accountants and Statisticians in 1948 in San Antonio, Texas, and was open only to active duty officers. Since then, ASMC has expanded to include all DoD and Coast Guard Financial Management personnel. In 1991 the national headquarters was opened in Alexandria, Virginia, and currently serves a growing professional society of 18,000 members. Military comptrollership is defined as the professions of financial management in the Department of Defense and Coast Guard. It includes the fields of:

<ul style="list-style-type: none">• Accounting and Finance• Administrative Support• Auditing• Budgeting• Comptrollership• Cost Analysis	<ul style="list-style-type: none">• Financial Management• Management Analysis• Program Analysis• Resource Management• Statistics• And many supporting activities
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ASMC promotes the education and training of its members, and supports the development and advancement of the profession of military comptrollership. The society sponsors research, provides professional programs to keep members abreast of current issues, and encourages the exchange of techniques and approaches.

Address

CDFMs Address

American Society of Military Comptrollers
Attn: Certified Defense Financial Managers
2034 Eisenhower Avenue, Suite 145
Alexandria, VA 22314

Phone: (800) 462-5637 ext. 226
(703) 549-0360 ext. 226

Description

CDFM Examination Content

CDFM's exam is divided into a three-module test: Resource Management Environment, Budget and Cost Analysis, and Accounting and Finance. Each exam consists of 80-85 multiple-choice questions with a 2-hour time limit. Applicants must pass all three modules of the CDFM examination and submit a verification of defense financial management employment form.

Core Competency Area	Multiple-choice Questions	Time Limit
Resource Management Environment: <ul style="list-style-type: none">• Government Resource Management Environment• Defense Resource Management Environment• Manpower and Personnel Management• Management and Internal Controls	80-85	120 minutes
Budget and Cost Analysis: <ul style="list-style-type: none">• Planning, Programming, Budgeting, System• Costs and Economic Analysis• Business Process Improvement• Fiscal Law	80-85	120 minutes
Accounting and Finance: <ul style="list-style-type: none">• Accounting• Finance• Auditing• Fiscal Law	80-85	120 minutes

Application Procedures

Application Process

To obtain an application for the CDFM certification examination, the applicant can download the application and mail it in with the registration fee. Effective February 2001, an applicant will go to ASMC's web page at www.asmconline.org, register on-line and pay the registration fee. Mail the application to:

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Eligibility

CDFM Criteria

A candidate must have 3 years of defense related financial management experience or 2 years of defense related financial management experience with an associate degree or higher.

Fee Schedule

Fees

Examination fees total \$285. Applicants must take and pass all three parts to be certified.

Certified Defense Financial Manager Examination		Fee
Application Fee (nonrefundable)		\$35
Examination Fees		
• Module 1 Resource Management Environment		\$95
• Module 2 Budget and Cost Analysis		\$95
• Module 3 Accounting and Finance		\$95

Ordering

Ordering Examinations

Complete the following steps to order an examination.

- Complete a CDFM application and pay the required nonrefundable registration fee to ASMC headquarters.
 - Submit payment for the CDFM module(s) you want to take.
 - ASMC will notify you by letter and E-mail with instructions.
 - The ASMC correspondence allows you to have the TCO order the test.
 - The TCO will E-mail the Associate Director for Certifications at ASMC headquarters requesting the CDFM module be sent to the TCO.
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Administration

Military Administration

TCOs may administer the CDFM examination to eligible active duty military and reserve component personnel on an unfunded (applicant pays) basis unless existing military regulations provide otherwise.

Civilian Administration

The TCO may administer the CDFM examination on an unfunded (applicant pays) basis according to local command policy and Service regulations to:

- Retired military personnel
 - Military family members
 - Veterans, and
 - U.S. federal employees
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Examination Scoring

Scoring

The TCO should immediately forward completed examinations and examination materials to Associate Director for Certifications at ASMC. ASMC will forward the pass/fail notice to the candidate and notify the TCO that a pass/fail notice has been sent. ASMC provides preaddressed, postage-paid envelopes for returning test materials.

Refunds

Refunds	ASMC <u>will not</u> refund any application fees.
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Certificate Maintenance

Certification Professional Education Units (CPEs)	Every 2 years, 80 CPEs are required to continue to hold the designation of Certified Defense Financial Manager.
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Problems

Problems	If information pertaining to the examination is not received in a timely manner, please contact ASMC.
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Security

Test Loss or Compromise	Refer to Part I of the <i>DANTES Examination Program Handbook (DEPH)</i> for complete instructions if there is a CDFM test loss or compromise.
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Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address is:

DANTES	Phone: (850) 452-1360
Code 20F	DSN: 922-1360
6490 Saulfley Field Road	Fax: (850) 452-1161
Pensacola, FL 32509-5243	

Web Pages

**DANTES Web
Address**

The web address for DANTES is <http://www.dantes.doded.mil>.

**ASMC Web
Address**

The web address for CDFM is www.asmconline.org.

E-mail

The DANTES Certification Program E-mail address is
certprog@voled.doded.mil.
